

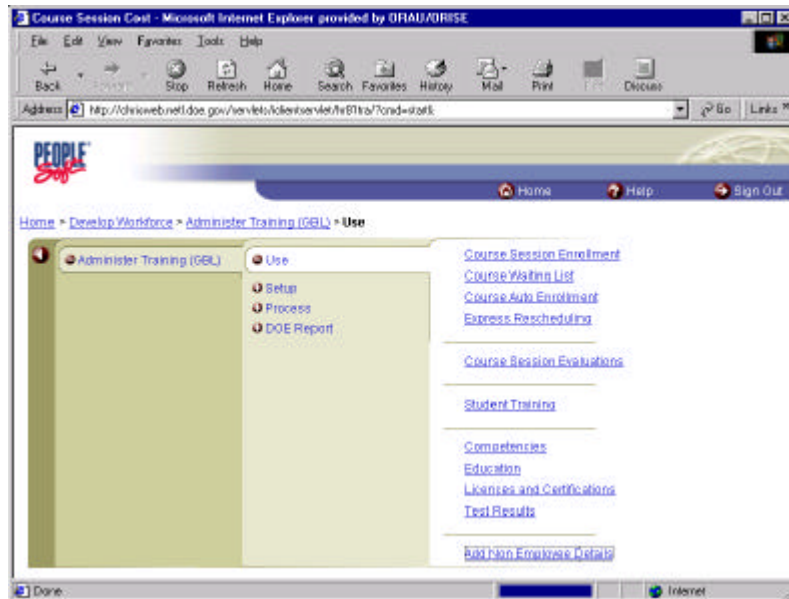
**Processing a
Purchase Order
for Group
Training in
CHRIS**

An SF-182 can be used as a Purchase Order for obtaining group training from an outside vendor without processing it under the name of an employee. The process is acceptable to the Capital Accounting Center, however you should discuss it with your finance office to obtain their approval prior to utilizing it.

The *first* time you wish to utilize this process you must establish a Non-employee record which will be used for all future processing of group training.

Navigate to the “Administer Training (GBL)” screen.

1. Click on “Use.”
2. Click on “Add Non Employee Details.”



The “Add Non Employee Details” screen is displayed.

The screenshot shows a web browser window titled "HRS Create Non-Employee - Microsoft Internet Explorer provided by DRAU/DRISE". The address bar shows the URL: <http://chrisonweb.net/dos.gov/servlets/chrisservlet/hr61hr?cond=starik>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, and Diskettes. The main content area displays the "PEOPLE" logo and a navigation path: Home > Develop Workforce > Administer Training > Use > Add Non Employee Details. Below the path is a "New Window" link. The section title is "Add Non Employee Details". Underneath is a sub-section "Find an Existing Value" with three input fields: "EmpID:", "Name:", and "Alternate Character Name:". Below these fields are "Search" and "Clear" buttons, and a "Basic Search" link. At the bottom of this section is a link "Add a New Value".

3. Click on “Add a New Value.”

The screenshot shows the same web browser window, but the section title has changed to "Add a New Value". The "Find an Existing Value" section is no longer visible. Instead, there is an "EmpID:" input field containing the text "NEW". Below this field is an "Add" button. At the bottom of the section is a link "Find an Existing Value".

The “Add Non Employee Details” “Add a New Value” screen is displayed with “New” in the “EmpID” field.

4. Click the “Add” button.

The “Add Non Employee Details” screen is displayed.

5. Enter your office in the Name fields (Ex: First Name: Rocky, Middle: Flats Field, Last Name: Office).
6. Click on the “Address” tab.

The “Address” screen is displayed.

7. Enter the address.
8. Click on the “Personal Details” tab.

The screenshot shows a web browser window titled "HHS Create Non-Employee - Microsoft Internet Explorer provided by DRAU/DRISE". The address bar shows a URL from chrisweb.net.doe.gov. The page has a navigation bar with links: Home, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Develop Workforce > Administer Training > Use > Add Non Employee Details. There are two tabs: "Name" (selected) and "Personal Details". The form contains the following fields: Name (text input), EmpID (text input with value "NEW"), Business Title (text input), Employer (text input), Department (text input with a magnifying glass icon), Supervisor ID (text input with a magnifying glass icon), and National ID (text input). The status bar at the bottom shows "Done" and "Internet".

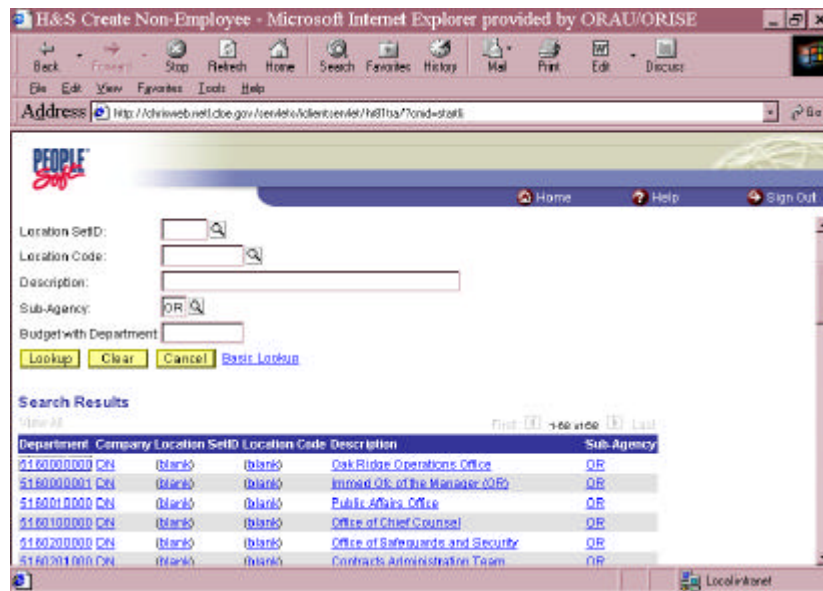
9. Enter the department in the “Department” field or click the magnifying glass to search if unknown.

The “Lookup Department” screen is displayed.

The screenshot shows a web browser window titled "http://chrisweb.net.doe.gov/servlets/client/servlet/hr81tra?cmd=start& - Microsoft Internet ...". The address bar shows a URL from chrisweb.net.doe.gov. The page has a navigation bar with links: Home, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Develop Workforce > Administer Training > Use > Add Non Employee Details. The title of the page is "Lookup Department". The form contains the following fields: SetID (text input with value "DOE01"), Department (text input), Company (text input with a magnifying glass icon), Location SetID (text input with a magnifying glass icon), Location Code (text input with a magnifying glass icon), Description (text input), Sub-Agency (text input with a magnifying glass icon), and Budget with Department (text input). At the bottom of the form are three buttons: "Lookup", "Clear", and "Cancel", followed by a link "Basic Lookup". The status bar at the bottom shows "Done" and "Local Intranet".

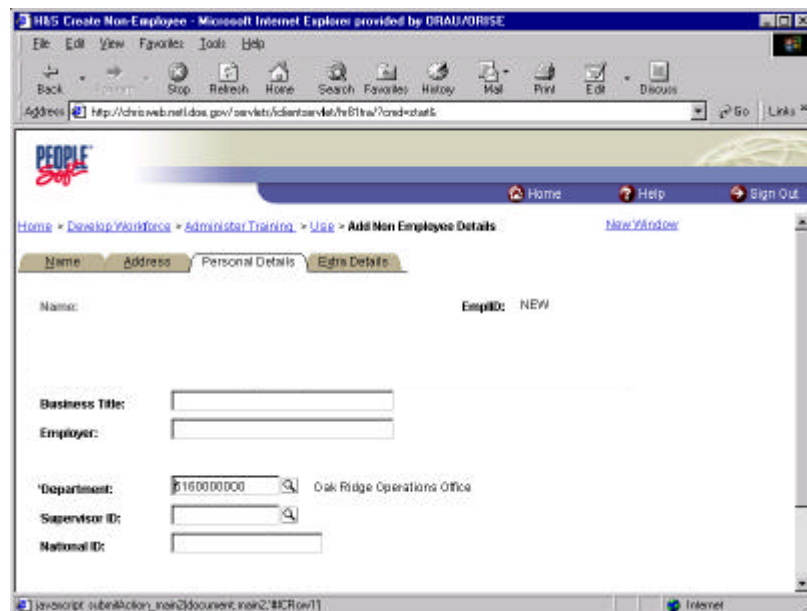
10. Enter your two letter Sub-Agency code i.e., AL, CH, etc. and click the “Lookup” button.

The “Search Results” display all Departments within your Sub-Agency.



11. Click on the Department you desire.

The “Add Non Employee Details” screen is displayed with the department code entered in the “Department” field.



12. Enter your employee ID in the “Supervisor ID” field.
13. Click Save.

14. Write down the non-employee number (N#####) generated by CHRIS in the "EmplID" field.
15. Click on "Use" from the bread crumb menu.
16. Click on "Add Non Employee Details."
17. Enter the non-employee number generated in step 14 above in the "EmplID" field and click on "Search".
18. Select the "Personal Details" tab.
19. Convert the non-employee number and enter it into the "National ID" field by deleting the "N" prefix and adding four zeroes to the right of the number, i.e. N12345 becomes 123450000.
20. Click on "Extra Details" tab if you wish to enter additional address information.
21. Click on "Save."

From Student Training generate the SF-182. Use the full non-employee ID number generated in Step 14.

DOE Reports

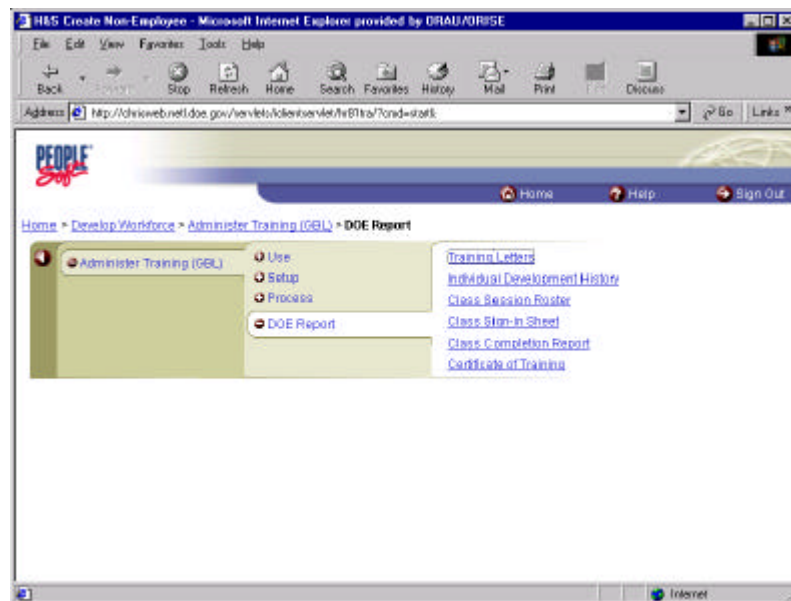
Standard reports are generated automatically from the CHRIS system. Reports can be generated for:

- Training Letters
 - Individual Development History
 - Class Session Roster
 - Class Sign-in Sheet
 - Class Completion Report
 - Certificate of Training
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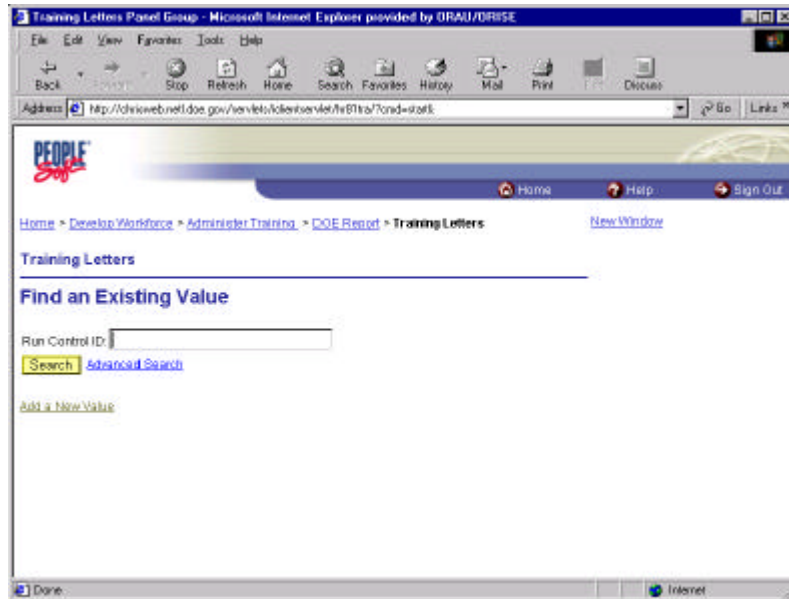
**Training Letters -
Printing**

To print out one of the Training Letters:

1. Click on “Administer Training (GBL).”
2. Click on “DOE Report.”
3. Click on “Training Letters.”



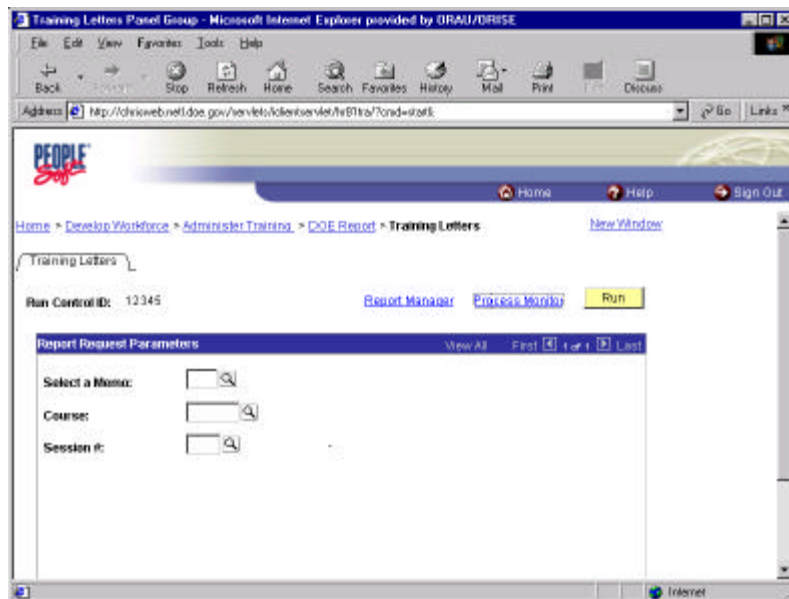
The “Training Letters” “Find an Existing Value” screen is displayed.



4. Enter your CHRIS user ID in the “Run Control ID” field.

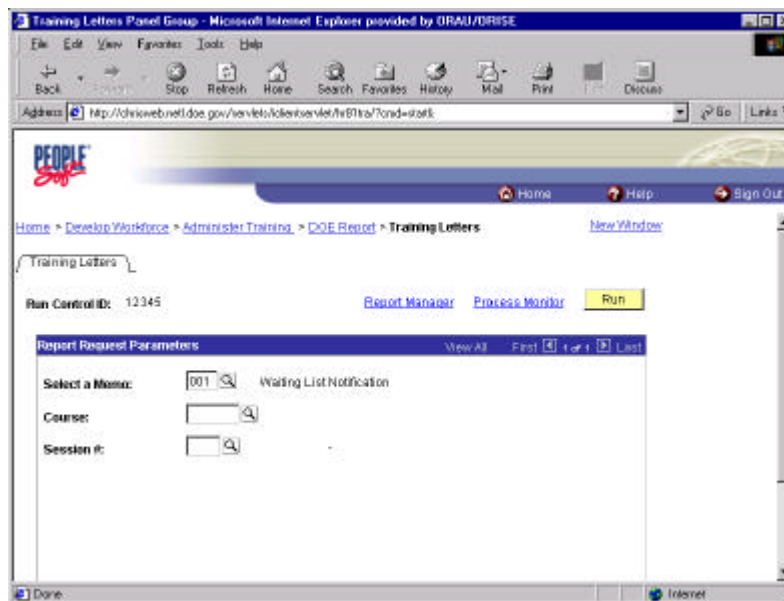
Note: If you get a “No Matching Values Were Found” message, click “Add a New Value,” reenter your CHRIS user ID.

The “Training Letters” screen is displayed.



5. Enter the letter number in the “Select a Memo” field or click on the magnifying glass to search.

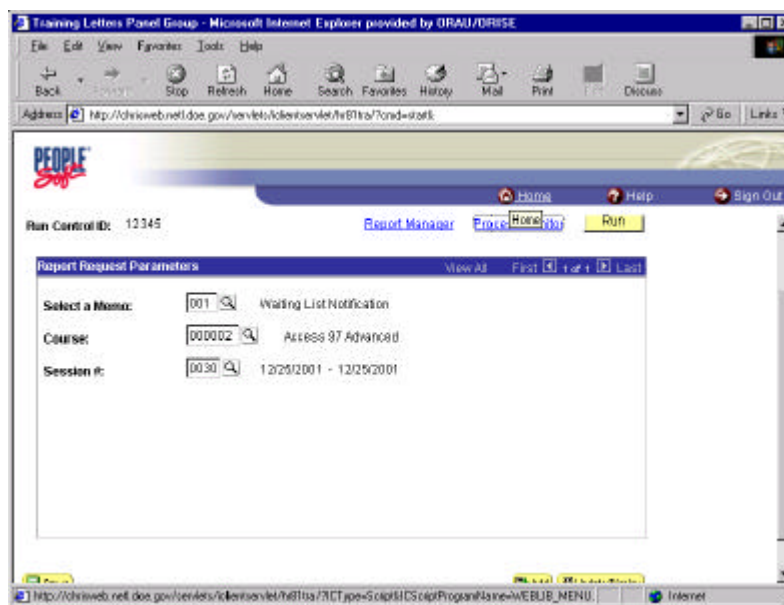
Note: If the letter number is not known, click on the magnifying glass to the right of the “Select a Memo” field. The Lookup Select a Memo screen is displayed. Click the “Lookup” button and select a “Letter Code” from the “Search” results.



The letter code is placed in the “Select a Memo” field.

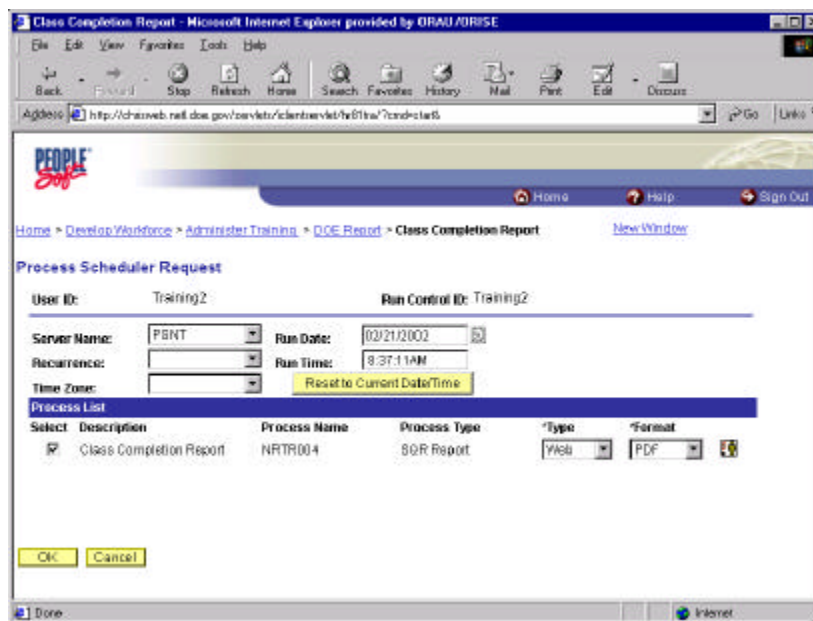
6. Tab to the “Course” field and enter the course number.
7. Tab to the “Session #” field and enter the session number. (Use the magnifying glass to search if the numbers are not known.)

The course number and session number are displayed in the appropriate field.

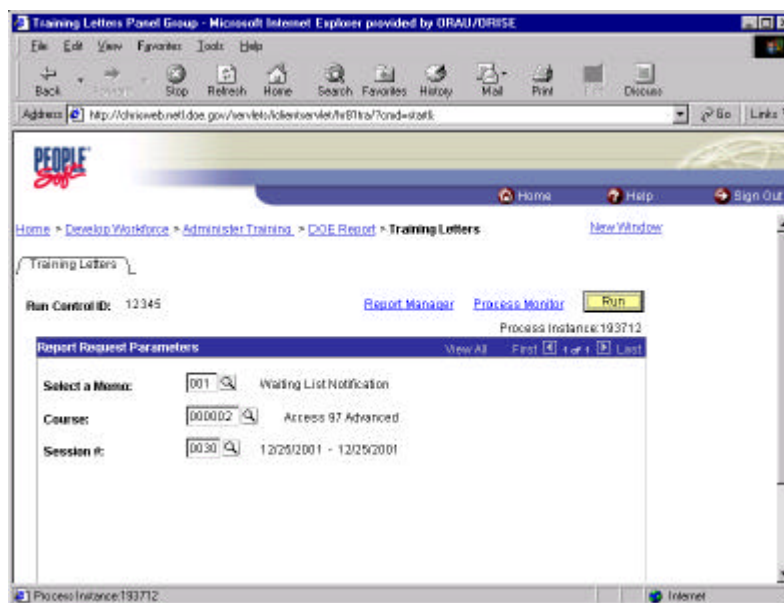


8. Click the "Run" button.

The "Process Scheduler Request" screen is displayed. Verify that the "Server Name" is PSNT, the "Type" is Web, and the format is PDF.

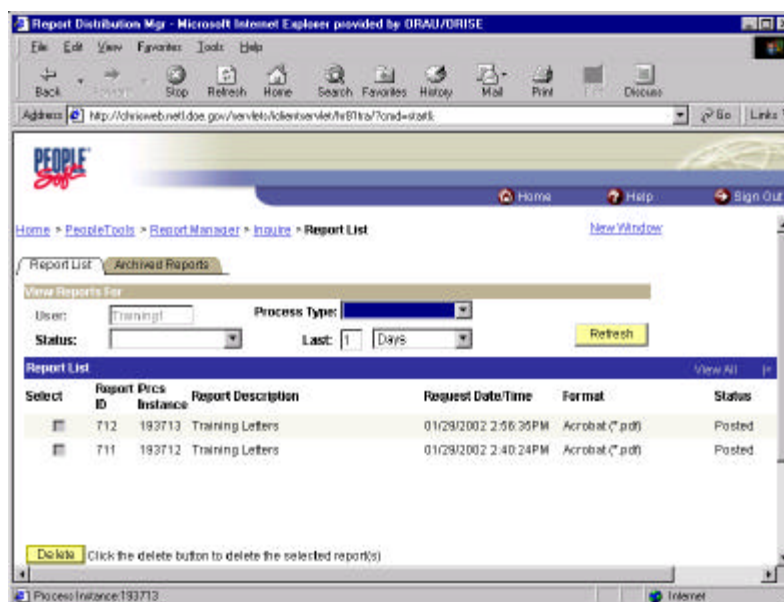


9. Click the “OK” button.

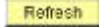


The “Training Letters” “Report Request Parameters” screen is displayed.

10. Record the “Process Instance” number displayed just below the “Run” button.
11. Click on the “Report Manager” link.



The "Report List" screen is displayed.

12. Locate the Process Instance that is the same as the one recorded in step 11. Ensure that the Status is "Posted" – if it is not, click the  button until it is - then click the "View" link on the far right.
13. Click the link for the output file ending in .pdf. View the SF-182 in a new window and print if the results are correct.

Note: You will need to have Adobe Acrobat Reader version 5.0 or later to align the print out of the SF-182 to be in the center of the page. You simply click on the Print icon on the tool bar of the Acrobat Reader and you will get a secondary page that shows the Print page setup information where you will need to uncheck the boxes labeled: "Shrink oversized pages to paper size"; "Expand small pages to paper size"; and the third checkbox labeled "Auto-rotate and center pages"-all three of these boxes MUST be unchecked in order for the SF-182 to print correctly on the page.

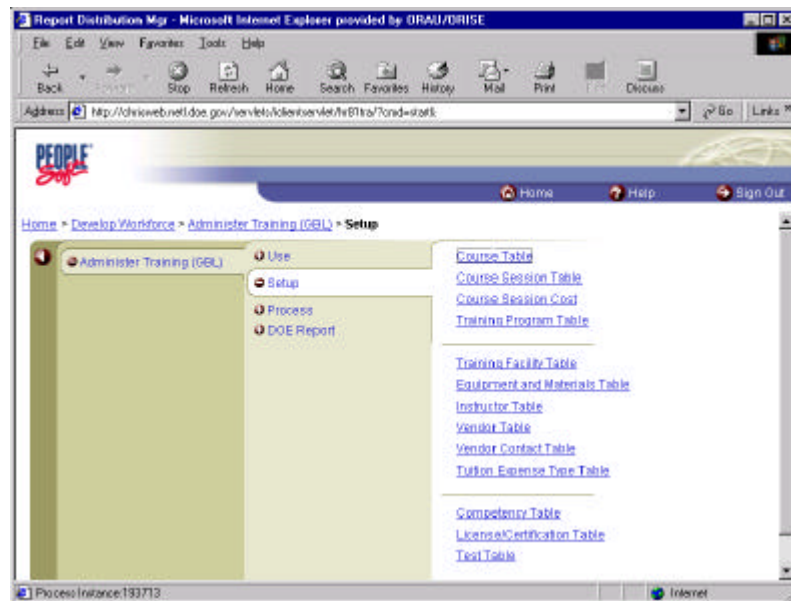
The process for running any DOE Report is essentially the same.

Updating Course Information

Although the courses themselves will be added to CHRIS centrally, those users with Level 2 access will be able to update certain information in the course table.

To update course information:

1. Click on “Administer Training (GBL).”
2. Click on “Setup.”
3. Click on “Course Table.”



The “Course Table” “Find an Existing Value” screen is displayed.

The screenshot shows a web browser window titled "Course Table - Microsoft Internet Explorer provided by ORAU/ORISE". The address bar shows a URL from the ORISE web site. The page has a navigation bar with links for Home, Help, and Sign Out. Below the navigation bar, there is a breadcrumb trail: Home > Develop Workforce > Administer Training > Setup > Course Table. The main heading is "Course Table" followed by "Find an Existing Value". The form contains several input fields: "Course Code" (with a search icon), "Description", "Internal/External" (a dropdown menu), "Course Type" (a dropdown menu), and "Course Owner" (with a search icon). There are also checkboxes for "Include History" and "Correct History". At the bottom of the form are buttons for "Search", "Clear", and "Basic Search". A link "Add a New Value" is located below the buttons. The status bar at the bottom indicates "Process Instance: 193713" and "Internet".

4. Enter the course code and click on the “Search” button. (If the course code is not known, click on the “Search” button to search.)

The selected Course is displayed.

The screenshot shows the "Course Profile" tab selected in the "Course Table" application. The breadcrumb trail is the same: Home > Develop Workforce > Administer Training > Setup > Course Table. The "Course Profile" tab is active, showing a form for course details. The "Course" field is populated with "00002". The form includes fields for "Title" (Access 97 Advanced), "Short Title" (HGM7305), "Creation Date" (09/23/1999), "Internal/External" (Internal), "Course Type" (Computer Skills), "Primary Delivery Method" (Instructor), "Min/Max Students" (2), "Duration Time" (3.0), "Course Units" (1), "Cost Unit" (Hour), "Course Offering" (Quarterly), "Cost Per Student", "Course Owner" (with a search icon), "Course Status" (Active), and "Revision Date". There is a checkbox for "Session Administration" which is checked. The status bar at the bottom indicates "Process Instance: 193713" and "Internet".

Course Revisions

When a revision to a course has been approved, add the revision date on the “Course Profile” screen before moving to the other course screen tabs. Only the owner of the course should update course information.

5. Update the information in the fields as necessary by clicking on the different tabs.
6. Click on the “Save” button.

Note: The creation date of the course should always show as the date it was initially entered, and it is presumed that the course is up-to-date when entered. Do not attempt to enter a revision date prior to the creation date; the system will not accept it. For example, if a course was entered into the system on September 23, 1999, that date is the creation date although the course may actually have been created much earlier. If the course was created in 1995 and revised on July 2, 1997, the system will not accept the revision date because it is before the creation date in CHRIS.
